



Family Support Consultant - Transition

POSITION SUMMARY

The Family Support Consultant provides family centered information, referrals, and assistance to families, youth, individuals, and professionals on transition to adulthood.

QUALIFICATIONS

- Must have experience parenting a child with disabilities or special health needs
- Understand the needs of transition age youth and young adults with disabilities
- Possess strong written and verbal communication skills as well as strong presentation skills
- Be well-organized and able to maintain required records and statistics
- Able to work independently and with a diverse population
- Able to coordinate youth/parent panels and workshops
- Able to flex schedule as needed for meetings with professionals, families or youth
- Able and willing to travel to meetings in surrounding areas
- Experience with data management systems such as Salesforce, virtual platforms such as Zoom/Teams, WordPress, and Microsoft 365 preferred
- Ability to work at home and/or in the office as determined by VFN based on needs of program, safety, and agreement between employee and supervisor

PRINCIPAL DUTIES

Individual Assistance

- Promote the mission and goals of Vermont Family Network through outreach to families, youth, professionals in the fields of education, health and transition, community members and others
- Provide in-person, telephone, or virtual support and information to families of youth with disabilities or special health needs and others regarding transition to adulthood in the education and health arenas
- Work collaboratively with professionals and partners on grant deliverables
- Represent family voice at local and state level committees and/or councils
- Record information regarding contacts with families, professionals, and community members in database
- Organize and conduct relevant workshops and trainings, including youth panels and regional conferences for families, professionals, and/or youth in collaboration with other VFN staff and professional partners

- Develop and maintain transition resources on VFN website
- Other duties as needed including but not limited to special projects such as: creating/updating publications, developing e-newsletter articles, or other grant-specific tasks

Administrative

- Understand, communicate, and carry out the mission and philosophy of VFN
- Prepare time reports and other paperwork as necessary
- Attend staff meetings and other meetings as required
- Participate in staff development activities
- Data entry

SUPERVISION

Reports to Co-Director of Family Support, Education

APPOINTMENT

0.8 FTE, 30 hours/week, 12 months/year

This position is grant funded and contingent on continued funding.

If interested, please submit letter of interest and resume to HR@vtfn.org or by mail to HR, Vermont Family Network, 600 Blair Park Rd., Suite 240, Williston, VT 05495.

Diversity, equity, and inclusion are key values within Vermont Family Network. We are committed to building and sustaining an inclusive, equitable working environment for all our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions that are in alignment with our mission, vision, and values.